



SUBMITTING INFORMATION TO LDEQ FACT SHEET

<http://www.ldeq.org>

WHAT TYPE OF INFORMATION CAN I SUBMIT?

All correspondence related to Louisiana Department of Environmental Quality matters, including but not limited to, [Discharge Monitoring Reports \(DMRs\)](#), groundwater certification requests, or quarterly reports, should be submitted to the appropriate Division at the Agency.

WHERE DO I SUBMIT INFORMATION TO LDEQ?

All correspondence submitted to LDEQ, with exceptions, should be sent as unbound copies. Contact your LDEQ primary contact to find out more details. To find out where to submit your information, view [Where do I send it?](#)

WHAT INFORMATION SHOULD I INCLUDE?

When submitting correspondence to LDEQ, please include the following information on the reference line: **Agency Interest number (if assigned-bolded)**, Agency Interest (AI) or facility name, physical address, city, parish, and name of primary AI contact. Refer to the example provided below:

RE: AI 12345
McKenzie's Bakery
12345 Oaks Drive
Anytown, USA
E. Baton Rouge Parish
Primary AI Contact: John Doe

If applicable, include any of the following:

- [AOI \(Area of Investigation\)](#) -- the area impacted by constituents that are above Risk Based concentrations.
- Unit name -- waste management unit being monitored, such as aeration basin or stabilization basin.
- [AOC \(Area of Concern\)](#) -- the area where constituents have been released to the environment or a waste management unit.
- Alternate ID -- a number other than an AI number that has been assigned to the activity being reported, such as GD-033-249 or LAD 0000046.

- Enforcement Tracking Number -- number issued by the Enforcement Division which consists of the first initial of the media involved, initials corresponding to the type of enforcement action, the year the inspection took place for which the enforcement action was issued, and a distinct four-digit log number. For example, the enforcement tracking number for a hazardous waste warning letter for an inspection done in 2002 would be HE-L-02-1234.

HOW SHOULD I FORMAT MY DOCUMENTS?

When formatting documents to be sent to LDEQ, use a font size of 10 point or higher, avoid the use of shading, highlighting, or marking. And, instead of stapling, paperclip your documents together. Please do not e-mail your documents to LDEQ. Some divisions, such as [Remediation](#) and [Enforcement](#), require that you submit bound copies of each document. Contact your primary contact at LDEQ for more details. Maps and oversized documents submitted to Remediation must follow the requirements as outlined in the [RECAP](#) document (Pages 67-68).

WHAT IF I DON'T KNOW THE AGENCY INTEREST NUMBER?

If an AI number has not been assigned by the Department, please complete the Information Request Form and attach it to your submittal. By providing the information in the format requested above, this will ensure that all correspondence received is assigned and filed. If unsure, please contact your primary contact at LDEQ.

WHO CAN I CONTACT FOR HELP?

For additional information on submitting documents to LDEQ, visit us on the Web at <http://www.ldeq.org>. You can also contact LDEQ's Customer Assistance Center at (888) 763-5424.